

## BLOODBORNE PATHOGENS PROCEDURE NESD Head Start Program, Inc.

Head Start staff will follow Universal Precautions when in contact with blood or bodily fluids to prevent exposure to bloodborne pathogens such as Hepatitis B (HBV), Hepatitis C (HCV) or Human Immunodeficiency virus (HIV), or other infectious diseases.

### Gloves

Single-use disposable gloves are required to be worn when:

1. Controlling bleeding in an emergency.
2. Providing routine wound care.
3. Diapering or assisting a child after using the bathroom.
4. When in contact with mucous membrane secretions
5. When in contact with vomit.
6. When in contact with drainage from the ear.
7. When there is excessive drooling.

Gloves are used for the care of one person then discarded. Hands must then be washed thoroughly with hot water and soap for 10-15 seconds.

All contaminated materials exposed to blood or bodily fluids will be properly disposed of:

1. Seal all towels, linen or other contaminated items in a leak-proof plastic bag. Double bag.
2. Dispose of bag. Double-bagged soiled clothing will be sent home with the child.
3. Wash hands thoroughly.

### Cleaning

Each Head Start site is responsible for establishing a plan for cleaning, disinfecting and maintaining the site. This plan will be developed with assistance from the Health and Education Coordinators. The plan will include: a schedule, staff responsible and what method or cleaning solution is used. Wearing heavy duty vinyl cleaning gloves is encouraged when using cleaners.

Areas of cleaning:

1. Bathroom counter tops, sinks, toilets, floors, walls, doors, and mirrors.
2. Tabletops, chairs, shelves, book cases, doors.
3. Floors, carpets, rugs (Routine carpet cleaning will be done as approved by the Education Coordinator).
4. Mops and cleaning equipment.
5. Frequency for trash disposal
6. Toys
7. Other equipment or materials as necessary.

### Body Fluid Clean-Up Kits

This kit will be available at each site, on each bus and during field trips and outings. Head Start staff will be instructed on the use of the Body Fluid Clean-Up Kits.

The kits contains: solidifier with chlorine disinfectant, single-use disposable gloves, scoop/scrapper, disposal bags with ties, disposal towels and antiseptic towelettes.

To use the kits:

1. Put on single-use disposable gloves.
2. Sprinkle powder over spilled area until completely covered. Within seconds, the liquid will congeal.
3. Remove congealed material with scoop, stiff cardboard or similar device.
4. Clean and disinfect the area.
5. Dispose of waste in leak-proof container, double bagged.
6. Wash hands thoroughly with soap and water.

#### Training and Communication of Hazards

Head Start will provide training on Bloodborne Pathogens to new staff and volunteers and once a year thereafter.

The Bloodborne Training Kit will consist of:

1. Viewing the training video “Bloodborne Pathogens-Early Childhood”
2. Completing the quiz from the back of the “Bloodborne Pathogens” booklet.
3. Reviewing the “NESD Head Start Bloodborne Pathogens Procedure”
3. Signing the training log.
4. Return the quiz and the log to the Education Coordinator for documentation of training.

#### Resources Available to Staff (Post at all sites):

“Bloodborne Pathogens” poster

“Recommendations for Exclusion from the Child Care Setting” poster (AAP, 2006)

#### Website for Disease Fact Sheets:

<https://doh.sd.gov/diseases/infectious/diseasefacts/>

Disease Fact Sheets can be used to share with families about childhood diseases.

Teaching staff will make a determination as to what procedure is followed for acutely ill children at a center or group. The Family Service Coordinator may assist when needed. In the event of a communicable disease, the Health Coordinator is notified to follow-up with the State Health Department, local doctor, Community Health or other health agency as needed.

Depending on the illness, a statement from the child’s physician may be required before the child is allowed to resume classroom/group attendance. The Health Coordinator will make this determination.

Wellness checks and health observations will be on-going at centers, home visits and groups.

NESD Head Start Program, Inc.

If you have been exposed to a possible bloodborne pathogen:

1. Any employee with significant bloodborne exposure should wash or flush the exposed area immediately with clean water and be immediately directed to the nearest emergency room for assessment and treatment.
2. Immediately contact your direct supervisor and the Health Services Coordinator to report the incident. The Director, Human Resource Manager and Business Manager also need to be made aware of the incident.
3. The exposure may be assessed in consultation with the employee's personal physician as long as it does not result in an unreasonable delay. Decisions regarding the initiation of post exposure treatment will at that time be decided by the employee, and the medical provider.
4. If the doctor has determined the need for testing and/or the Hepatitis B vaccine, Head Start will cover the expense. **Send the bill directly to Head Start.**
5. Fill out the Exposure Incident Report-Bloodborne Pathogens form and submit it to the Head Start Office within 48 hours.
6. Employees and volunteers must sign a declaration if they choose not to be vaccinated (Refusal of Preventative Treatment). Employees/volunteers may later choose to receive the vaccine at no cost.

EXPOSURE INCIDENT REPORT-BLOODBORNE PATHOGENS

NESD Head Start Program, Inc.

Submit form to office within 48 hours of incident.

Employee/Volunteer Name \_\_\_\_\_

Date of Exposure \_\_\_\_\_

Name of Source Individual \_\_\_\_\_

Witnesses \_\_\_\_\_

What personal protective equipment was used?

Describe the Exposure Incident in detail:

Employee/Volunteer Information:

1. Have you had any type of Hepatitis?  Yes  No

If so, when? \_\_\_\_\_

Hepatitis Vaccine received?  Yes  No Date: \_\_\_\_\_

2. Was your personal physician consulted regarding receiving the Hepatitis Vaccine?  
 Yes  No

3. Does the health care professional recommend testing the source individual's blood?  
 Yes  No

4. Does the health care professional recommend testing the employee's blood?  
 Yes  No

REFUSAL OF PREVENTIVE TREATMENT  
NESD Head Start Program, Inc.

**Hepatitis B Vaccine Declination (Mandatory)**

I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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Signature

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Date